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| Yellow text on a black background  Description automatically generated with medium confidence |  |

Jackie Smitten 31 December 2019  
Fast Clean Inc.  
12 Anthony House  
Clementon, NJ, 24849

Lillie Swarovski  
123 Phony Ave.  
Clementon, NJ, 24849

Subject: Demand for payment letter

Dear Lillie Swarovski,

The said email acts as a formal claim for reimbursement of your $1,250 outstanding payments with Fast Clean, Inc.

You got laundry services at 123 Phony Ave. on 21 December 2019. On April 15, 2019, payment for the services was due. Your remaining balance is 30 days past due as of the date of this letter. This document includes a copy of the original invoice with the balance.

If you may not contact us right away to determine how you can settle your unpaid balance, we may be required to take legal proceedings to reclaim the debt.

It could result in you being responsible for attorney's fees and filing expenses, as well as having an impact on your credit score. Please be aware that this letter can be used in court as proof of your inability to pay.

It would be greatly appreciated if you could give this matter your immediate attention.

Sincerely,

Jackie Smitten

Manager

Fast Clean Inc.